



DEPARTMENT OF THE ARMY and AIR FORCE
Joint Forces Headquarters, Kentucky National Guard
Boone National Guard Center, 100 Minuteman Parkway
Frankfort, Kentucky 40601-6168

KG-AG (690-600)

15 January 2009

MEMORANDUM FOR All Technician Managers and Supervisors, Kentucky Army and Air National Guard

SUBJECT: (KYNG Log Number P09-003) Equal Employment Opportunity

1. This policy memorandum supersedes KYNG Log Number P08-006.
2. References.
 - a. Management Directive 715, 1 October 2003
 - b. 29 C.F.R. Part 1614, 9 November 1999
 - c. NGR (AR) 690-600/NGR (AF) 40-1614, 15 March 1993
3. It is my policy as the Adjutant General of Kentucky to vigorously promote the Equal Employment Opportunity (EEO) Program. My intent is to provide equal employment opportunities for all federal employees and applicants for employment. We prohibit discrimination in employment because of race, color, religion, sex, national origin, age, or disability. We promote the full realization of equal employment throughout the Kentucky National Guard technician program.
4. The Kentucky National Guard has an established discrimination complaint process for National Guard technician personnel, former technician personnel and applicants for technician employment. Within 45 days of the date that a person knows or should have known that they were being discriminated against, all employees have the opportunity to be referred to an EEO Counselor. The EEO Counselor will conduct an initial inquiry into the allegation of discrimination. A report will then be accomplished in accordance with regulatory guidance, or be referred by the counselor or State Equal Employment Manager (SEEM) in order to participate in dispute resolution or mediation. At the conclusion of the dispute resolution, mediation or traditional counseling session, the complainant will have the opportunity to withdraw the complaint, settle the complaint, or to present a formal complaint to the SEEM for investigation.
5. In the event you feel that your concerns are not being adequately addressed, do not hesitate to bring any and all matters in the workplace to my personal attention in accordance with my open door policy.

A handwritten signature in black ink, appearing to read "E. W. Tonini", is located below the main body of the memorandum.

EDWARD W. TONINI
Major General, KYNG
The Adjutant General